



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 400 , s. 2026

June 3, 2026

**CALL FOR SUBMISSION OF CONTINUING PROFESSIONAL DEVELOPMENT-
PROFESSIONAL DEVELOPMENT PROGRAM (CPD-PDP) DOCUMENTS PERTINENT TO
THE 2026 IN-SERVICE TRAINING FOR TEACHERS (INSET)**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Program Proponent
All Others Concerned

1. This Office through the School Governance and Operations Division (SGOD) hereby announces the **Call for Submission of Continuing Professional Development-Professional Development Program (CPD-PDP) Documents Pertinent to the 2026 In-Service Training for Teachers (INSET)**.
2. The CPD-PDP shall align with the School Personal and Professional Development Plan (SPPD). Deadline for submission: July 8, 2026.
3. The following required documents must be duly accomplished and submitted:
 - a. CPDD-02-Application for Accreditation of CPD Program;
 - b. CPDD-14-Certificate for Participants/Attendees (A copy of what is to be issued);
 - c. Program of Activities showing time/duration of topics/workshop and resource persons;
 - d. CPDD-16-Instructional Design (using the prescribed template)
 - e. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set (Pre/Post-test) Questionnaire, Survey Questionnaire);
 - f. CPDD-17 Resume of the Resource Person/s (including the required attachment);
 - g. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form CPPD-17);
 - h. Financial Plan/Breakdown of Expenses of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 s.2022); and
 - i. Program Promotional Image (Image file recommended size: 500 x 280 pixels).

4. Please use this link or scan the QR code for the required PRC templates:
<https://tinyurl.com/s4cuwmja>.



5. Immediate and wide dissemination of this information is hereby directed.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent